COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION CLASSIFIED

RECORDS MANAGEMENT COORDINATOR

Class No. 002740

■ CLASSIFICATION PURPOSE

To plan, organize, and coordinate the records maintenance, storage, preservation and disposition activities involved in the management of a wide variety of departmental records; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Under general supervision, this class is responsible for planning and coordinating the activities involved with records management. Incumbents perform technical records management duties, develop records management systems, policies, and procedures to ensure effective purging, retention, and permanent storage of records and coordinate their implementation with management.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Evaluates departmental records management needs and develops and implements records management standards, policies, and procedures in consultation with management.

2. Coordinates records management activities with departmental staff to ensure effective and efficient maintenance of records.

3. Establishes, reviews and maintains records retention, destruction and disposition schedules.

4. Reviews federal and state legal requirements for records retention.

5. Identifies and recommends media storage needs.

6. Compiles data and prepares reports.

7. Assists with training of County departmental staff.

8. Assists with preparation and distribution of surveys and newsletters.

9. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of office administration and management including policy and procedure development and implementation.
- Methods and techniques of records management to include indexing, filing, preservation, and storage of records.
- Principles and techniques of training.
- Current technology for records maintenance, storage and preservation including imaging.
- Computerized information systems as they apply to records and information management and record keeping.
- Federal and state regulations concerning microfilming and retention of government records.
- Departmental clerical policy, procedures, and forms.
- County customer service objectives and strategies.

Skills and Abilities to:

- Maintain records.
- Compile and analyze data, prepare reports and make recommendations.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Example of qualifying education/experience is: four (4) years of progressively responsible clerical experience, one (1) year of which must have been at the level of Senior Clerk with the County of San Diego. Duties must have included responsibility for the maintenance, storage, and preservation of a high volume and wide variety of government records.

Note: A Certificate in Records and Information Management or completion of coursework such as records and information management, records creation and use, records systems, storage and retrieval, records appraisal, retention, protection and disposition, records scheduling and implementation, or records management program development is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 25 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment and archive storage facility; exposure to computer screens and various room regulated temperatures as low as 65 degrees.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 14, 1991
Reviewed: Spring 2006
Revised: June 6, 2006